

PROJECT SURVEY REPORT GUIDANCE

For Consultant Practitioners

The project survey report should be included with the first submission for the project (Survey or Preliminary). The project survey report helps to streamline the review of the existing R/W mosaic. Without this document, the reviewer will have to piece together what was done and may not be aware of what decisions, determinations, and judgment calls were made by the Practitioner to determine the existing R/W mosaic. This may result in longer review times and more comments than necessary.

After the existing R/W mosaic has been fully resolved, including the existing Right-of-Way baseline(s), found monumentation, existing R/W corridor, existing property boundaries and existing easements, the project survey report should be prepared by the Practitioner for consultant projects. For more information on internal design projects, please refer to the Best Practices for Documenting the Establishment of the Existing Right-of-Way Baselines and Existing Right-of-Way Mosaic – Internal Projects Only on the DRC>Right-of-Way.

The following topics should be discussed within the report:

Name of Project

Contract No.

Date of Report

Practitioner Contact Information

Brief Description of Project & Limits

Discussion of how Existing R/W corridor(s) and Existing R/W baseline(s) were established including, but not limited to:

- Historic contracts used (if available)
- Found monumentation held
- Issues, adjustments and/or judgment calls

Discussion of Resolution of each Project Parcel including, but not limited to:

- Current deed record and/or historic deeds that were used to establish metes and bounds descriptions.
- Found monumentation held.
- Closure errors and/or adjustments
- Recorded plats.
- Existing easements and reference documents
- Existing dedications and/or reservations and reference documents
- Miscellaneous items and/or judgment calls that the Reviewer should be aware of
- Will Records